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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 5 March 1952

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - February 1952

The following report of activities of the Transportation Division during the month of February is submitted pursuant to your request.

## 1. Truck Operations:

- The following truck operations were performed during the month:



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193 local hauls in and around Washington

## 2. Que Building Motor Pool Operations:

615 Total trips made  
30.7 average number of trips per day  
10,269 total miles operated  
513.4 average miles per day  
4.9 average number of cars in pool per day  
16.6 average miles per trip  
28.5 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
December	8,091	685	449.5
January	10,768	953	489.4
February	10,269	615	513.4

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 21,399 passengers, and average of 1070 per day.

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3. Following is a report of the activities of the  Garage:

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During the month nine (9) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		-	38
*Labor	- \$841.25		
Parts	- 886.06		
Repair Jobs Performed Outside		-	10
Labor	- \$ 64.00		
Parts	- 142.80		
Maintenance Work		-	74
*Labor	- \$1,375.50		
Parts	- 28.60		

\*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars Washed	- 200
Cars Lubricated	- 117
Other Service Jobs	- 110

The total value of labor performed by the Mechanics in the garage during the month was \$2216.75, compared with their salaries of \$858.75, indicating a saving of \$1,358.00. The value of labor performed by the Mechanic's Helpers was \$1,233.65, compared with salaries of \$916.64, indicating a saving of \$317.01, an overall saving of \$1,675.01 for the month.

During the month the Transportation Division hauled 2,159 cases, total weight 363,147 pounds to the various ports and air terminals for export shipment.

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4. Fifty-two passenger cars operated 56,780 miles; thirty-three (33) trucks operated 30,884 miles; while six (6) buses operated 11,246 miles, a grand total of 98,910.

5. Volume of work and flow of personnel through the Shipping Branch of the Transportation Division was as follows:

Rail Reservations		Foreign Travelers	
Airline Reservations		Domestic Travelers	
S.S. Reservations		Trans. Requests	
Hotel Reservations			

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